

CITY OF SAN DIEGO
ADMINISTRATIVE REGULATION

SUBJECT DEPARTMENTAL ANNUAL REPORTS	Number 80.20	Issue 2	Page 1 of 1
	Effective Date March 1, 1965		

1. PURPOSE

- 1.1 To establish a policy regulating the publication of annual departmental reports by departments under the jurisdiction of the City Manager.

2. DEFINITION OF TERMS

- 2.1 An annual report is defined as any summary presentation of the yearly activity of a department or division prepared for informational or historical purposes.

3. POLICY

- 3.1 Because a program of citywide annual reports has been developed and because studies have indicated that the expense of producing departmental annual reports exceeds their value, no departmental annual reports shall be published for external distribution by departments under the jurisdiction of the City Manager.

4. EXCEPTIONS

- 4.1 Financial reports, reports required by law, and administrative reports prepared for limited internal distribution are excepted from the provisions of this regulation.

Authorized

(Signed by T. M. Fletcher)

CITY MANAGER